

IN THE IOWA DISTRICT COURT FOR THE THIRD JUDICIAL DISTRICT

**Order as to process for scheduling
and managing cases assigned to
district judges**

ADMINISTRATIVE ORDER 2009-19

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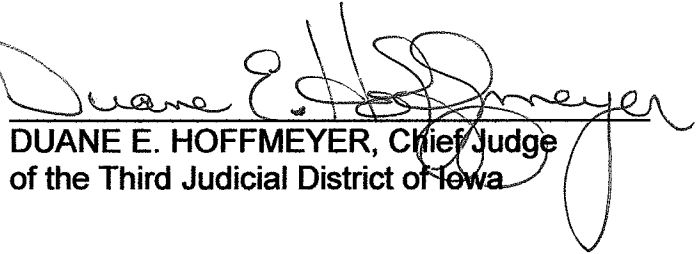
In order to more effectively manage the court caseload, this court is adopting an individual assignment calendar system for the following cases as they are scheduled for trial: civil jury and non jury cases, domestic cases, Class A felonies and contested probate matters. To facilitate this change it is necessary that specific case management practices be implemented.

Pursuant to Iowa Ct. R. 22.7 and effective October 1, 2009:

- 1) The district court administrator shall implement a process of assigning an individual district court judge on a rotating basis so as to equalize the case assignments on the following cases as they are set for the first trial date: civil jury and non jury cases, domestic cases, Class A felonies and contested probate matters.
- 2) For cases already scheduled for trial in 2010, the district court administrator shall implement a process for the assignment of an individual district court judge on all civil jury and non jury cases, domestic cases, Class A felonies and contested probate matters.
- 3) No trials shall be set by court administration on Fridays without the express authorization of the assigned district court judge.
- 4) An order signed by the chief judge will be entered on each assigned case advising parties and attorneys of the assigned judge. It will also advise the parties where to send copies of motions filed on/after the date of that order so they reach the judge assigned.
- 5) No trials shall be reset by judges without conferring with court administration concerning the availability of jury pools and courtrooms.
- 6) Copies of all orders rescheduling trials and setting hearings on assigned cases shall be sent to court administration (may be by fax/e-mail/e-order or mail).
- 7) Judges may schedule motions on cases assigned to them or they may request court administration to assist in scheduling motion hearings.
- 8) If the assigned judge will not be available for the scheduled trial or hearing, court administration shall first consult with the assigned judge, if available, about finding coverage or rescheduling the matter for another date before the assigned judge.

- 9) Judges shall expressly indicate in their orders where trials and hearings will be held and whether it will be conducted telephonically and the party responsible for initiating the conference call.
- 10) The district court administrator shall prepare an annual report indicating the number of cases assigned to each judge for a calendar year.

SO ORDERED this 1st day of October, 2009.


DUANE E. HOFFMEYER, Chief Judge
of the Third Judicial District of Iowa

Copies via e-mail to:

District Judges of the Third Judicial District
Ken Bosier, IT Director
Leesa McNeil, District Court Administrator
All Third Judicial Clerks of the District Court
Liaison Justice Daryl Hecht
State Court Administrator David K. Boyd
Attorneys in the Third Judicial District

10/1/09 By: Pam Calhoun, Assistant RCA

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